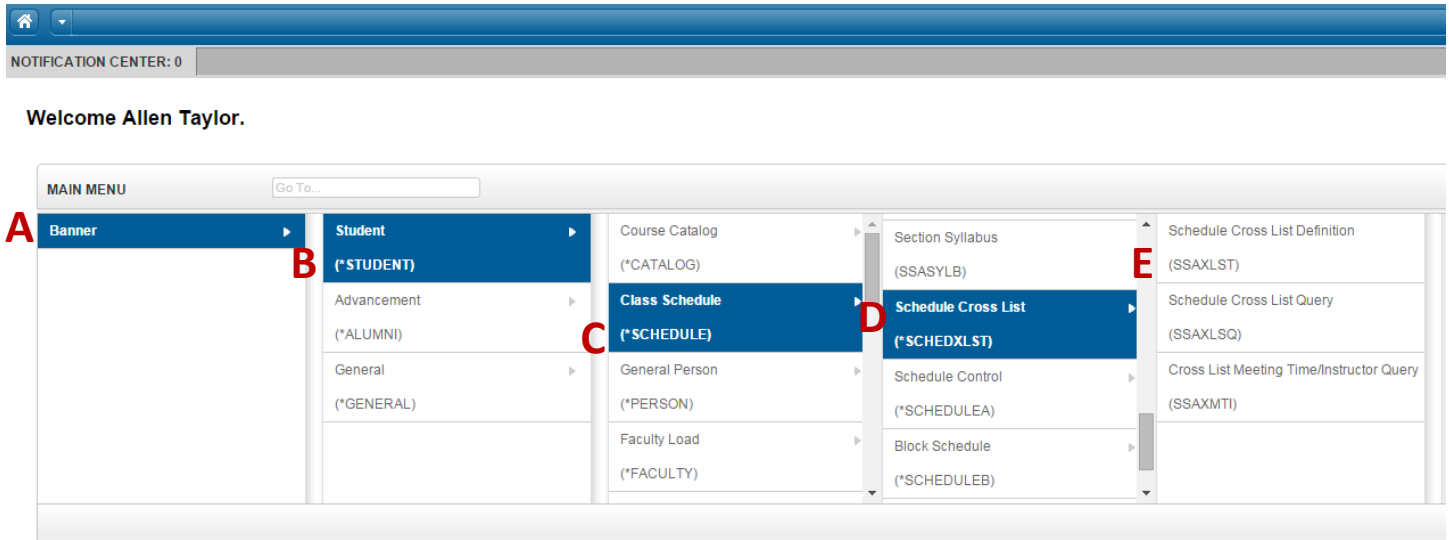


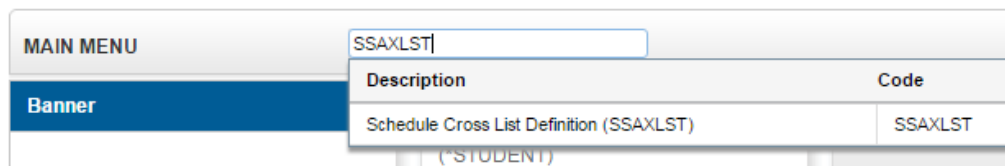


## Banner XE – Adding a Cross-listing

1. Access the **Banner XE Student Class Schedule** link under Production Instance Links on the Banner Links website (<http://www.lehigh.edu/go/bannerlinks>). You will have to authenticate to view the website. Banner XE is not dependent on any particular browser or operating system so use whichever you prefer.
2. Login to **Banner XE Student Class Schedule** with your credentials (the ones you would use to access your computer or Lehigh email). You'll see the new Banner XE interface. If you have not reviewed the Banner XE Navigation Overview document, you are encouraged to do so prior to proceeding with this instructional document.
3. You'll be adding a cross-listing to a section on Schedule Cross List Definition (SSAXLST). Click on:
  - A. Banner
  - B. Student (\*STUDENT)
  - C. Class Schedule (\*SCHEDULE)
  - D. Schedule Cross List (\*SCHEDXLST)
  - E. Schedule Cross List Definition (SSAXLST)



**OR** you can also type the name of the form (SSAXLST or Schedule Cross List Definition) into the Go To box on the MAIN MENU bar for quick access.



4. Banner uses cross-list codes to identify connected sections that have an overall enrollment capacity. At Lehigh, we use these codes for a variety of reasons. A few examples include:
  - a. Different sections of the same course where multiple sections are required for billing, level restriction, credit hour differences, etc. (e.g. CIE 401-010 for on-campus students & CIE 401-D10 for distance education students.).
  - b. Different sections of different courses that meet together where one section is the undergraduate version of the course and the other section is the graduate version of the course in the same subject area (e.g. ECE 325-010 for undergraduates & ECE 425-010 for graduates.).
  - c. Different sections of different courses that meet together from different subject areas. These are often referred to as “cross-listed courses” and appear so in the catalog (e.g. HIST 130-010 & AAS 130-010 are both African American History.).



5. Enter the Term and the Cross List Group Identifier you wish to modify and click Go. Cross List Group Identifiers have been prepopulated with maximum enrollments of zero to aid in the Schedule of Classes Data Entry process. It is strongly recommended that you use the Crosslisted Codes with Sections Argos report to determine which codes have not yet been used for the term. This Argos report should be run and refreshed often for the most up-to-date list of available cross list group identifiers.

6. Enter the Maximum Enrollment for the cross-listing and click Insert to add a section.

Term: 201610 2016 Spring Semester Cross List Group Identifier: EE

▼ CROSS LIST ENROLLMENT

Maximum \*  Actual: 0  
Enrollment Enrollment

▼ Cross List Section

CRN	Block	Reserved	Subject	Course Number	Section	Part Of Term	Campus	Low
No Records to Display								

7. Enter the CRN of the section you want to add to the cross-listing. To add another section, click Insert again to add another row and enter another CRN. To delete section for the cross-listing, click the line and click the Delete button.

▼ CROSS LIST ENROLLMENT

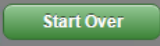
Maximum \*  Actual: 0  
Enrollment Enrollment

▼ Cross List Section

CRN	Block	Reserved	Subject	Course Number	Section
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>			

- Once you've finished adding sections, be sure to save your changes using the Save button in the bottom, right corner.

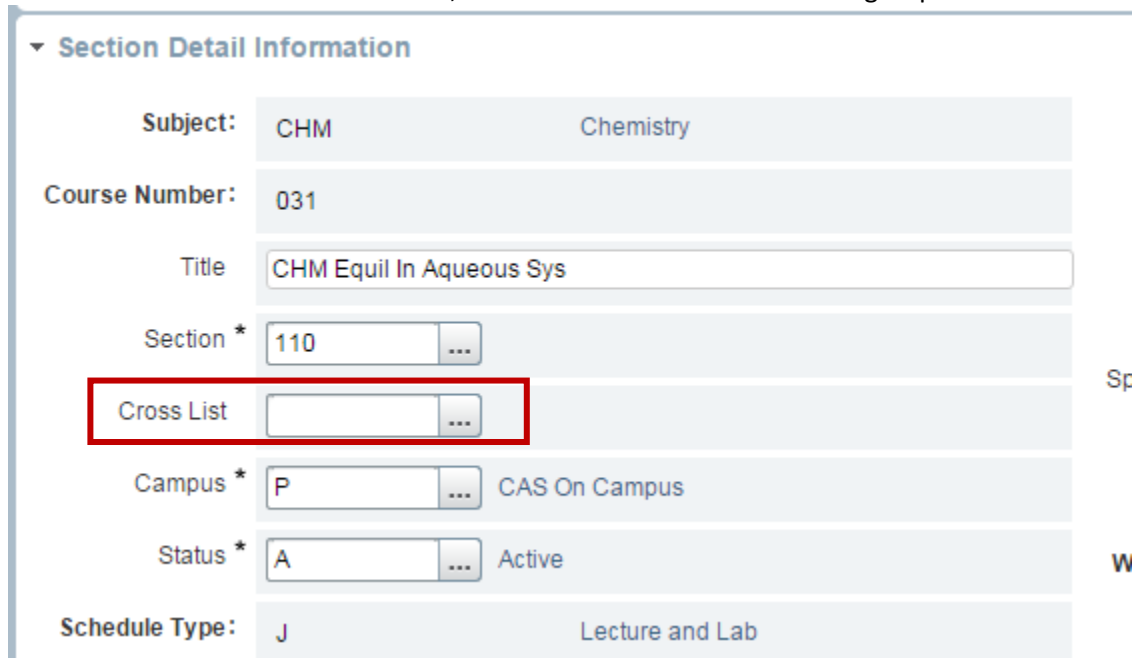
## Congratulations!

You've successfully added cross-listings to a section. Explore the other Banner XE guides to learn how to add section text, instructors, or inactivate an existing section or click the Start Over button  near the top to add cross list groups to another section.

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## Banner XE – Adding Existing Cross-list Codes to a Section on SSASECT

- If your cross-list code already exists on SSAXLST and you are creating or modifying a section, you can add the cross-list code directly on Schedule (SSASECT).
- Under Section Detail Information, enter the two character cross list group code in the Cross List box.



Section Detail Information

Subject:	CHM	Chemistry
Course Number:	031	
Title	CHM Equil In Aqueous Sys	
Section *	110	...
Cross List		...
Campus *	P	CAS On Campus
Status *	A	Active
Schedule Type:	J	Lecture and Lab

- Be sure to save your changes using the Save button in the bottom, right corner when you are done.